United Nations ST/AI/2001/9

Secretariat

7 December 2001

Administrative instruction amending administrative instruction ST/AI/2000/2

Mobility and hardship allowance

Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/2000/2, entitled "Mobility and hardship allowance":

Section 5, entitled "Modalities of payment of the allowance", is replaced by the text set out below:

"5.1 The allowance shall normally be paid in United States dollars. Should the staff member request payment of salary and allowances in another currency, in accordance with the provisions of administrative instruction ST/AI/2001/1, entitled 'Currency and modalities of payment of salaries and allowances', payment shall be made at the United Nations operational rate of exchange prevailing on the date the payment is made. No adjustments shall be made to account for changes in exchange rates once the payment has been made.

"5.2 Effective 1 January 2002, and except as may be otherwise provided for separately administered staff, the allowance shall be paid on a monthly basis starting from the subsequent anniversary date of the allowance, which shall be determined by reference to the date of the staff member's appointment or reassignment."

The present instruction shall enter into force on 1 January 2002.

(*Signed*) Joseph E. **Connor**
Under-Secretary-General for Management

01-68344 (E) 121201

United Nations ST/AI/2001/10

Secretariat

31 December 2001

Administrative instruction amending administrative instruction ST/AI/1999/14

Performance appraisal system

Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/1999/14, entitled "Performance Appraisal System":

Section 3.1 is replaced by the text set out below:

"3.1 Except as provided in sections 3.2 to 3.4, the performance cycle shall be annual. In all departments and offices, the cycle shall begin on 1 April of each year in order to promote consistency of approach and to facilitate reporting."

The present instruction shall enter into force on 1 January 2002. Departments and offices that had been using the January-December cycle prior to the entry into force of the present instruction shall use an extended cycle of 15 months (January 2001-March 2002) as a transitional measure.

(*Signed*) Joseph E. **Connor**
Under-Secretary-General for Management

01-72152 (E) 070102